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University of Lapland
Student Services
PL 122 (Yliopistonkatu 8)
96101 Rovaniemi
Tel: (016) 341 341

PSP Guidebook for Students

PSP GUIDEBOOK FOR STUDENTS

A guidebook for making a personal study and learning plan

Publisher: University of Lapland
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Editors: Student Services

Cover design: Niina Huuskonen
Pirjo Hirvonen

Translation: Jaana Virtanen

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1. What is a PSP?

PSP is a personal study and learning plan; and it is meant to support student's studies and help progress according to plan. PSP helps students to outline and schedule their studies, as well as set and achieve goals. PSP is compiled degree-specifically in the beginning of studies, together with a teacher-tutor. Students will have guidance discussions with their teacher-tutor, which will help them plan their studies within their own discipline.

Planning a PSP is mandatory for all new students and they will receive an entry into their credit-register for completing it. All new undergraduate students (bachelor + masters) compile their PSPs in WebOodi, which has a special PSP-tool for planning and scheduling studies as well as writing down study goals.

Main goal for first academic year's PSP-guidance is that a student formulates a study plan for at least the first academic year. The PSP in Oodi is based on student's own degree-structure in the discipline the student has a right to study. Through the PSP the student has a real time view on their study attainments in relation to degree requirements. Students also have an opportunity to update and schedule their uncompleted studies. The PSP is returned to the teacher-tutor for approval through WebOodi's PSP-tool.

Fluent university studies require planning and scheduling of studies and PSP offers a tool for that as well as for evaluation and direction of studies. More and more often teaching uses methods, which are based on student's active participation and guidance of their own actions. It is important to practice the skills of planning and time management already during studies, since these skills will be of benefit in work life.

The basis of PSP is student's own discipline or training programme's degree structure with schedule outlines, according to which the student will make their own PSP. While making the PSP, student should reflect for example their time tables for completing language-, methodological-, minor- and specialization studies, in addition to bachelor's and master's theses. Also the possible practical training and international student exchange should be considered. Objective is to obtain an academic degree, which corresponds best to student's expectations as well as work life's demands and challenges. A realistic study and learning plan gives a good start for carrying out studies and achieving the target degree.

2. Student's life situation as a starting point

Making the PSP should be done at the beginning of studies. The most important starting point in making the PSP is student's own situation in life. PSP is primarily an agreement with yourself; what, how and when are you going to study? Time management should especially be noticed when making the PSP. Consider, what is the best study time for you; how much per day, week and month can you utilize for studying and convert it to ECTS credits (1 ECTS cr. = 27 hours) and compare it to your study plan.

3. Student's responsibility and academic freedom

In university studies, students have a freedom to plan, guide and assess their own studies. Students are largely responsible for their choices concerning their studies and their advancement in them, but they are also entitled for support and guidance. The basis for the PSP is student's own goals from the viewpoint of future expertise and work assignments. By acknowledging their learning goals students can aim their studies and choose courses and study modules that support their learning.

With clear and understandable goals, students can follow their study progress, ways of studying, and the link between studies (e.g. minor studies, practical training, and theses) and the expertise that they are going for. Students can utilize for example a learning diary or a portfolio to track their goal achievements.

The PSP helps to see the links in studies and the studies as a whole. It is easier to plan studies in sensible order and the time needed for the studies becomes more concrete. If needed, it is also possible to make more conscious decisions in changing the direction of studies. PSP helps to control the study process. Higher master's degree is usually closely related to the bachelor's degree, so it is important to take into consideration the available studies already during the planning of bachelor studies (e.g. thesis, practical training, and optional studies).

It is possible to choose courses from other universities to the PSP, to which the student needs a JOO (flexible) -study right. More information about JOO –studies: www.joopas.fi.

4. Teaching and studying methods in devising the PSP

Studying in a university is carried out in multiform, comprising variably of contact and distance studying, as well as independent studying. Multiform studying brings flexibility in relation to time and place. Every student learns in their own way, which is made possible by multiform studying. Some study forms might feel weirder but are still worthwhile to learn.

While making the PSP it is good to contemplate applying different study methods to your studies: Do I learn best on my own or together in a group? What teaching options does the university offer for completing the courses? (e.g. lectures, group instruction, online-studying, distance learning). While devising the PSP, student should consider for example, how much different study forms require planning your time usage, making commitments with other group members, or presence in teaching situations.

During the past years web-based learning environments have become increasingly part of university studies. Some courses can be carried out fully or partly through the internet. In early stages participating in online courses takes time in getting to know the learning environment and learning the new methods of working. At the university, students can utilize the computers that are available for example in the library and in the IT rooms. There is also an opportunity to access the universities wireless network through your laptop.

University of Lapland offers an opportunity for new students to participate in the Academic study skills –course (3 ECTS cr.). The aim of this study module is to develop the student's personal knowledge and skills required by the academic studies, and also through this readiness to add student's self-knowledge and self-direction in relation to their studies. The aim is to introduce the student to the academic society, to learn information retrieval from different databases, and estimate how to develop their own study skills. The course is arranged in the Open University and the studies are free for University of Lapland's degree students.

5. Planning an international student exchange using PSP

All undergraduate and postgraduate students, in the University of Lapland, have the opportunity to carry out a part of their studies abroad as exchange students. A student needs to complete part of their studies at the University of Lapland to be able to carry out studies as an exchange student of the university. It is possible to apply to an international exchange after first study year at the university. Erasmus -practical training can start already during the first year. One student can use the Erasmus-program once for practical training and once for student exchange, and it is also possible to combine the practical training to the exchange period. Study time at a foreign university is usually limited to 3- 12 months.

It is advisable to start planning the exchange at the beginning of studies for example by contacting the International Office about applying, possible locations, timing of the exchange, and it's placement among other studies. While planning the PSP it is recommended to place the required language courses in the exchange-period. A student can sometimes start studying international courses at the country of origin and respectively study domestic courses during the exchange through web-based learning environments. During higher academic degree studies and postgraduate studies a student might be able to join international research groups. This should be taken into consideration when planning a thesis topic and execution.

More information about student exchange from the University's website:

http://www.ulapland.fi/In_English/Units/International_Office.iw3 and also from CIMO:
www.cimo.fi.

6. How does the university support student's PSP process?

Every enrolling student gets appointed a teacher-tutor, who provides guidance to the student in the beginning of the studies and partly during later study years. Teacher-tutor is a personal tutor, appointed by the faculty, department, or unit, who the students can contact in all study-related issues. Teacher-tutor helps and guides the process of devising the first PSP with the help of guidance discussions and the PSP-tool.

Students should prepare carefully to the PSP guidance by contemplating own starting points for their studies, familiarizing with the faculties study guide and PSP instructions, and making a preliminary plan for the first study year based on that information. After the guidance student revises the PSP plan in WebOodi from where the student sends the PSP to the teacher-tutor for comments and finally for approval. Prerequisite for a successful PSP-process is a working interdependence with the teacher-tutor and student.

Every new student has their own student-tutor, who is a senior student appointed by the same faculty. Student-tutor meets their group on the first day of studies and is available for guidance during the first fall semester. The main tasks of the student-tutor are advising and guidance of the new students in practical matters concerning studying and student life, and supporting getting used to the university life. The student-tutor also helps new students in getting acquainted with the academic society, students' union and student body organizations, and the new home town and its recreational activities. More information:

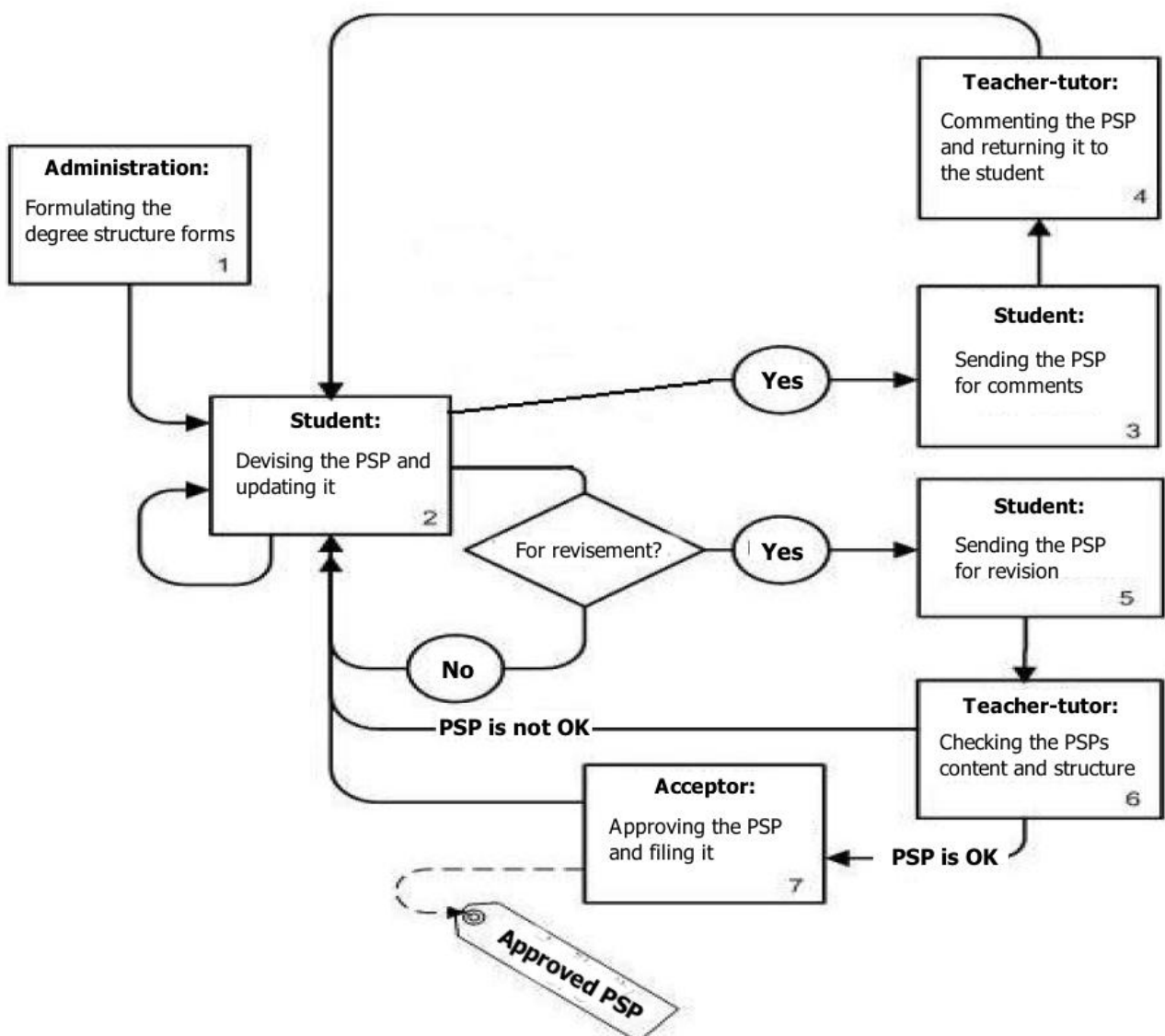
http://www.ulapland.fi/In_English/Services__Student_Life/Finnish_Student_Tutors.iw3.

7. Devising the PSP in WebOodi

The electronic PSP-tool offers a student a real time view of their achievements in relation to degree requirements and gives an opportunity to schedule uncompleted studies. The intention is that a student has a good general view of their studies and a plan for the upcoming semesters. It is possible to input own assessments (written justifications and contemplations) and schedule concerning the progress and completion of own studies. The PSP can be devised for the whole studentship but it should be more detailed and reliable for the upcoming year or two. The PSP can include at least the student's study plan with time tables, learning goals and also student's self evaluation or other informal information. Student-tutors instruct the new students in using the PSP during the WebOodi-training.

PSP-process from the view point of the student and teacher-tutor in WebOodi:

1. The student devises the PSP according to degree requirements.
2. Student sends the PSP for revising using the PSP-tool.
3. Teacher-tutor checks the completion of degree requirements from the PSP and gives feedback. The PSP can be returned to the student without approval for correction or it can be accepted through the system.
4. The teacher-tutor accepts the PSP in the system and returns it to the student with “official” acceptance information.



Attachment 1: Instructions for students for using the PSP-tool v.1.1

1. Log in to the WebOodi by using your user name and password.
(<https://weboodi.ulapland.fi/lay/>)
2. Choose the PSP-function from the menu on the left, after which you will see the “Valid study rights” –screen.

CHOOSING THE DEGREE STRUCTURE AND NAMING IT

1. Choose the planned “Graduation year” from the pull-down menu and **Save** the selection.
2. Using the **Create a new PSP** –button you can start devising your PSP.

Valid study rights

Study rights and study plans	Graduation year	Status	Modified
Faculty of Educ/TA05 [-] /Bachelor of Art/Class Teacher E/Education (primary) Create a new PSP	2014 [v] Save		
PSP - created 20.05.2010 Remove		draft	21.05.2010
HOPS - luotu 26.04.2010 Remove		draft	26.04.2010
HOPS - luotu 19.03.2010 Remove		draft	19.03.2010
?Faculty of Educ/TA05/Master of Arts/Class Teacher E/Education Create a new PSP	not chosen [v] Save		

3. Choose the “Degree structure form” according to your major subject / training programme by using the **Select**–button. There can be only one option.

Create a new PSP -> **Choosing the degree structure form** -> Filling in the basic information -> Finished

Choose the degree structure form, which has become valid in the year you first enrolled to the university or at a later date.

Degree structure forms
[-] Faculty of Social Sciences Johtaminen, Yhteiskuntatieteiden kandidaatin tutkinto (2010-) Select

<< Back

4. Name the PSP in the space reserved for it. Name the PSP in a way that it can be easily recognized from possible draft-versions you have made earlier (e.g. using date and time in the name). You can choose the non-compulsory groupings if you wish. Click **Save** after which you will be sent to the “Study plan” –screen.

Content of the degree structure

Create a new PSP-> Choosing the degree structure form-> **Filling in the basic information**-> Finished

Description / Name:
Degree structure form: Johtaminen, Yhteiskuntatieteiden kandidaatin tutkinto (180 ECTS cr.) (2010-)

5. Under the name of the PSP you can see the name of the degree’s structure form and its period of validity. The alternative contents of the groupings can be chosen using the radio-buttons. Non-compulsory can be chosen into the PSP by using the selection box in front of the grouping name. No selection box is available for compulsory groupings.

Content of the degree structure

Create a new PSP-> Choosing the degree structure form-> **Filling in the basic information**-> Finished

Description / Name:
Degree structure form: Johtaminen, Yhteiskuntatieteiden kandidaatin tutkinto (180 ECTS cr.) (2010-)

Content of the degree structure form

Orientoivat opinnot (minimum 1 ECTS cr.)

Akateemiset opiskelutaidot 3 op (vapaaehtoinen verkkokurssi) (minimum 3 ECTS cr.)

Kieliopinnot 25 op (minimum 25 ECTS cr.)

Obligatory studies have been chosen for you.

- Akateemiset tekstitaidot 2 op (valitaan yksi seuraavista) (obligatory)
- Puheviestintä 2op (valitaan yksi seuraavista) (obligatory)
- Ruotsi ja englanti 10 op (obligatory)
- Valinnaiset kieliopinnot 11 op (obligatory)

Metodiopinnot 24 op (minimum 24 ECTS cr.)

Obligatory studies have been chosen for you.

- Pakolliset metodiopinnot 11 op (obligatory)
- Tilastotieteen kurssit 7 op
- Kvalitatiivisen tutkimuksen kurssit 6 op
- Vapaaehtoinen matematiikan kertauskurssi

Johtamisen perusopinnot 25 op (minimum 25 ECTS cr.)

Johtamisen aineopinnot 45 op (minimum 45 ECTS cr.)

PSP TABS

Degree's structure	Schedule	Proposed substitutions	Studies not included in PSP	Tutor-teacher comments
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1. Devising the PSP (Degree's structure -tab)

“Degree's structure” –tab is the default screen. You can see the content of the PSP according to degree structure and you can add and delete subjects, change versions of study objects, schedule individual study modules, and add comments to chosen courses.




PSP - created 20.05.2010 (draft)		Planned cr.	Compl. cr.	Grade	Timing
<input type="checkbox"/> Yleisopinnot		24/25	0		
LYLE0201 Academic Orientation		2			Define
GKAS3010 Phenomenon of Globalization I		2			Define
LSUO0002 Speech Communication		2			Define
LENG0001 English: Reading Comprehension (CEFR B2)		2			Define
LENG0002 English: Oral Skills (CEFR B2)		3			Define

A green checkmark in front of the course means that you have completed the course in question. Markings get updated at the same time the course is marked completed in the WebOodi. The columns on the right side in the Degree's structure –tab show the default ECTS credits of the courses and the completed ECTS credits you have received from the course as well as the grade given to you with the date of completion, if you have already finished the course.

Add –link allows you to search and add study modules in the Alternative and Optional studies that are not included in the PSP. You are directed to the general search-screen, where you can search for study modules using the name of the subject, name of the study module, or the identifier code of the course. Study modules are saved in the PSP after you have chosen the study module and clicked the **Add** –link.

Using the **Remove** –button you can remove the study module you have added. You cannot remove compulsory study modules. You can also schedule one course at a time

using the Timing –column’s **Define** -button. (**Note!** It is a lot easier to schedule the whole PSP at the same time using the **Schedule** –tab. More instructions on that later.)

If the registration for the course is ongoing and you have chosen the course in your PSP, there is a  sign next to the study module which you can use to sign in for the course. By clicking the sign of a sheet of paper  on the right side of the course name, you will open comment fields where you can write you goals for the course and self evaluation. For the courses you have added comments to, a yellow comment-sign  is added. If wanted, you can allow your tutor to see these comments by checking the “Viewable for all” –box. “Viewable for all” means tutors, whose names are listed in “Send the PSP to the tutor for approval” –recipient list.

Get well acquainted with your faculty’s and major subjects / training programmes PSP-directions, which may have additional instructions according the viewability of the course specific comments. There can be for example a list of courses where students own comments are hoped for and thus “Viewable for all” –box should be checked.

2. Scheduling your studies (Schedule –tab)

1. Check the box for the semesters when you study the study module in question. If the study module long-term or you study that module for more than one semester, check multiple semesters. Some degree structures might have a ready made input for a recommended completion period in the basis of the PSP, which students can alter according to their plans.

2. In the study modules, where you can choose the amount of ECTS credits you want to complete (e.g. 2-4 ECTS cr.), there is an entry area for choosing the amount of credits. Remember to save the information using the **Save credits** –button.

Studies	ECTS cr.	2009-10		2010-11		2011-12	
		A2009	S2010	A2010	S2011	A2011	S2012
Total semester:		0	0	0	0	0	0
Total during academic year:			0		0		
Yleisopinnot							
LYLE0201 Academic Orientation	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GKAS3010 Phenomenon of Globalization I	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Choosing substitutive courses (Proposed substitutions –tab)

A student can substitute study modules with other modules using the **Substitute** –button. This opens a new screen, where the student can add a substitutive study module by using the **Add a study module** –button. Removing added courses is possible by clicking the **Remove** –button located after the substitute subjects. Adding study attainments is possible by using the corresponding button, which allows you to choose optional studies not included in the PSP for replacing the chosen study module.

Substitute with own text row –button opens a screen in which you can write an explanation how you are planning to substitute the study module in question (e.g. completed studies in Open University). Official substitutes are still applied by filling a paper form in the responsible organization of the subject in question. Substitution decisions are made by the teacher responsible of the subject or by the faculty’s head of study affairs. Students have to always get their substitutes accepted in the faculty or department in question.

Study plan: PSP - created 20.05.2010 (draft)

Modify degree structure Personal study plan's aims and self-assessment Set priority Send for checking Instructions
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Degree's structure	Schedule	Proposed substitutions	Studies not included in PSP	Tutor-teacher comments	
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In this screen you can replace a study module in you PSP with another study module, or other achievement, or with your own text. Remember that you must apply for official substitutions with a separate substitution-form. These forms are available in faculties' web pages and in the faculties' offices. Applications, with their attachments, are delivered to the faculty's head of student affairs or the teacher responsible of that study module. Please check for more information on your own faculty's substitution practice from their study guides and websites.

PSP - created 20.05.2010 (draft)	Substitute	Substitute with your own textrow
<ul style="list-style-type: none"> ☰ Yleisopinnot LYLE0201 Academic Orientation GKAS3010 Phenomenon of Globalization I LSUO0002 Speech Communication 	<div style="text-align: center;"> <input type="button" value="Substitute"/> <input type="button" value="Substitute"/> <input type="button" value="Substitute"/> </div>	<div style="text-align: center;"> <input type="button" value="Substitute with your own textrow"/> <input type="button" value="Substitute with your own textrow"/> <input type="button" value="Substitute with your own textrow"/> </div>

4. Studies not included in the PSP –tab

Studies not included in the PSP –tab shows the courses, which are not yet added to the PSP. These courses can be added using this tab. There is a pull-down menu after each course from which you can choose it's placement in the PSP, e.g. major studies or optional studies and add it to the PSP using the **Add to PSP** –button.

Accepted studies that are not included in the PSP	Timing	Grade	Scope, cr.	Add to PSP
No studies not included in the PSP	-	-	-	-

5. Tutor-teacher comments -tab

When the tutor returns the PSP to the student, an e-mail is sent to the student. Tutors comments are shown in its own tab to the student.

PSP FUNCTIONS

Study plan: PSP - created 20.05.2010 (draft)

[Modify degree structure](#)
[Personal study plan's aims and self-assessment](#)
[Set priority](#)
[Send for checking](#)
[Instructions](#)

1. Modify degree structure –link returns you to the Content of the degree structure form – page for revision (e.g. orientation alternatives, minor subjects).

2. In Personal study plan's aims and self-assessment –page you write your own goals and self evaluation on the basis of the faculty's or university's PSP-directions. In **My objectives** –part you deliberate: Why you applied to the discipline chosen? What do you expect from your studies? In **Self assessment** –part you deliberate: What kind of a student / learner you are? What types of study styles and methods suite best for you? What are your strengths and weaknesses as a student / learner and what are the possibilities and threats? To allow your tutor to see these deliberations, you need to check the "Viewable for tutor-teachers" –box.

Documentation

The screenshot shows a web form with two main sections. The first section is titled "My Objectives" and contains the text "Viewable for tutor-teachers" followed by an unchecked checkbox. The second section is titled "Self-assessment" and also contains the text "Viewable for tutor-teachers" followed by an unchecked checkbox. Below the form, there are two buttons: "<< Back" and "Save".

3. Set priority –function allows you to change your PSP from a draft to primary. This can be done by using the **Change** –button. To be able to send a PSP for approval to your tutor, you need to choose one of the draft-versions as a primary PSP.

Change your study plan 'PSP - created 20.05.2010' as primary

You are trying to send a draft-version of your PSP to your tutor. You must change the status of your PSP as primary first.

<< Back Change

4. Send for checking –link opens a screen from which you can send your PSP to your tutor for revision and approval. On the top of the screen there is a list of tutors, who have the right to read students PSPs. Choose your own teacher-tutor from this list to address your PSP to the right person. If you want, you can write a message for your teacher-tutor in the **Accompanying note** –box. The tutor does not receive the PSP as an e-mail attachment but they need to log in to WebOodi to view it. Before sending the PSP, read carefully the specification concerning sending the PSP for revision. Accept the terms by checking the box and click the **“Send for checking”** –button. You can cancel the transmission by clicking the **Cancel sending** –button.

Send the PSP to the tutor for approval

Choose recipient:

Select	Name	Title	Organisation
<input checked="" type="radio"/>			amanuenssi University of Lapland
<input type="radio"/>			amanuenssi University of Lapland

Accompanying note:

Sending:

I have read my faculty's PSP practice. After clicking the Send for checking -button, I cannot alter the PSP while it is being reviewed by the teacher. All the tutor-teachers in the list will see your PSP and the information on the fields you have checked "Viewable for tutors".

I have read and I accept the terms above.

If your teacher-tutor wants you to make alterations to your PSP you have send, they can send it back to you. At that time the state of your PSP changes back to primary. You can see your tutor's comments in the **Tutor-teacher comments** -tab. You will receive an e-mail when your teacher-tutor has done something to your PSP (either accepted it or returned it for corrections).

If your PSP has been accepted, it will be locked and it cannot be altered anymore. A copy of the accepted PSP is created as a primary and you can check it from the study rights and study plans -page. Faculty can allot credits from an accepted PSP, which is shown along with other credits in your PSP and also in the My Studies, Credits - part in WebOodi.

Valid study rights

Study rights and study plans	Graduation year	Status	Modified
Faculty of Educ/TA05 /Bachelor of Art/Class Teacher E/Education (primary) <input type="button" value="Create a new PSP"/>	2014 <input type="button" value="Save"/>		
PSP - created 20.05.2010 <input type="button" value="Remove"/>		primary	24.05.2010
HOPS - luotu 26.04.2010 <input type="button" value="Remove"/>		draft	26.04.2010
HOPS - luotu 19.03.2010 <input type="button" value="Remove"/>		draft	19.03.2010
?Faculty of Educ/TA05 /Master of Arts/Class <input type="button" value="Create a new PSP"/>	not chosen <input type="button" value="Save"/>		

5. Instructions -link is a direct link to these PSP-instructions.